



WHITE RIVER NATURAL RESOURCES

28 Farmvu Dr, White River Junction, VT 05001

whiterivernrcd@gmail.com - 802-369-3167

Job Title: District Manager
Organization: White River Natural Resources Conservation District
Job Type: Full Time
Location: White River Junction, VT
Duration: Indefinite
Date Posted: Tuesday October 23rd 2018

How to Apply:

Position open until filled

Only digital applications will be accepted without prior arrangements

Send Cover Letter, Resume, and 3 references to Marina Welch, whiterivernrcd@gmail.com

Job Description

Summary

The White River Natural Resources Conservation District (White River NRCD) seeks to fill a full time District Manager position in east central/southeast Vermont. The District Manager of the White River NRCD will work on a diverse range of projects in various indoor and outdoor environments related to improving water quality, soil health, and environmental stewardship in agriculture, forestry, watershed restoration, urban conservation, and education programming. Our current programs include: providing technical assistance to farmers in preparation of writing a Nutrient Management Plan, providing outreach and technical assistance to farmers regarding the Required Agricultural Practices (RAPs) and Best Management Practices (BMPs), coordinating the district's No Till Drill Rental Program, facilitating riparian restoration programs, conducting water quality monitoring, and several others. Working with the White River NRCD is a unique opportunity to make positive impacts with local communities for conservation of Vermont's working lands, forests, lakes, ponds, and rivers.

Qualified applicants will be highly motivated, self-starters, able to work independently, collaborate with partners, work in indoor and outdoor environments, have excellent communication, organization, administrative, and project management skills. Experience with agriculture, grant writing, and financial record keeping is preferred. The position is full time with hours ranging between 30-40 hours per week depending on grant funding. The wage is \$17.50 per hour, with sick and vacation leave available after a 30 day probationary period. White River NRCD employment is "at will."

Geographic Region:

The White River NRCD serves landowners in 23 towns between Orange and Windsor County. District work is conducted primarily in the White River and Basin 14 watersheds. The District Manager position is based out of the White River USDA/NRCS Service Center, 28 Farmvu Drive, WRJ, VT. Travel throughout the district will occur on a regular basis for project scoping, landowner and partner meetings.

Duties and Responsibilities:



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The District Manager works for the Board of Supervisors, comprised of 5 White River District landowners. With the board, the District Manager will work to plan, manage, report, and promote conservation activities throughout the district. The District Manager oversees the budget and programming for the year by identifying resource concerns, landowner needs, and supporting conservation efforts through grant applications. Currently, the White River District is a primarily agricultural district with multiple grant projects to help farmers improve soil health and water quality on their farms through education, innovative practices, and technical assistance. Programming with forestry, watershed stewardship, and urban conservation exist and have opportunity for growth.

Skills:

The candidate will have a background in natural resource management, environmental sciences, agriculture, engineering or other related field (Bachelor's degree and/ or experience), a working knowledge of current state legislation affecting farmers, outstanding organizational and communication skills, attention to detail and the ability to prioritize tasks and to work independently and collaboratively as part of a team.

Core Duties Include:

Keep Board of Supervisors informed on program development and the work of staff

A. Administrative Coordination of District Activities

The District Manager will be responsible to organize and supply administrative support to the district

- Conduct weekly business in a manner that best serves the District
- Consult with the Board on matters of policy and program development
- Provide monthly activity reports on the status of projects, personnel and fiscal matters for the District Board of Supervisors at monthly Board meetings
- Submit biweekly time reports and reimbursement request forms, in detail of the hours worked per day and expenses accrued
- Create annual budgets, work plans, and fiscal year reports for VACD
- Write grants and fundraise to maintain district activities

B. Personnel Management

- Manage workload, contracts, and personnel needs of part time Bookkeeper and Conservation Specialist
- Oversee volunteers and interns
- Provide District needs to statewide ag technical staff

C. Conservation Liaison

The District Manager will act as a liaison between the District and the general public, including an outreach and information source.

- Organizing programs and workshops on conservation and other appropriate topics as needed and requested by the board
- Providing or producing educational material for teachers and outreach efforts to the general public
- Responding to community need for program development and technical assistance

The District Manager will act as a networking person within the conservation partnership representing the District. This would include NRCS, FSA, UVM Extension, US Fish and Wildlife Service,



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VT Agency of Agriculture, Food and Markets, VT Agency of Natural Resources, VACD, NRCC, CRWFA, private non-profit organizations and other appropriate organizations.

- Establishing new projects and partnerships to further the NRCD's conservation mission and objectives
- Exploration of the WR NRCD niche in the realm of land conservation and watershed stewardship

D) Project and Program Development and Implementation

The District Manager will act as manager of the NRCD and see that the priorities and direction of the District board are carried out. This may include the following:

- Research, develop and promote new programs with conservation partners that meet the mission and goals of the District
- Research, develop, and administer funding (grants, foundation support, partner match) for water and environmental quality improvements projects

Examples of specific project focus areas:

- 1) Assist with youth conservation education objectives through:
 - Volunteer programs and opportunities with projects such as water monitoring, tree plantings, portable skidder bridge building, workshops
- 2) Provide direct technical assistance to the agricultural community through:
 - Coordination with project partners and landowners on NRCS projects
 - Team-management with other NRCD's ag technical and financial assistance programs
 - Project development in coordination with statewide technical staff and Board of Supervisors
 - Program assistance and collaboration with the Connecticut River Watershed Farmers Alliance
 - Program managements and implementation of agricultural grants such as; Nutrient Management Planning technical assistance, outreach and implementation of small farm Best Management Practices, coordination and maintenance of the No-Till Drill Rental Program
- 3) Coordinate watershed stewardship activities in White River, Ompompanoosuc, Waits and Wells River watersheds through:
 - Coordination of the Trees for Streams program: riparian and lakeshore plantings
- 4) Provide general community outreach and support by:
 - Developing outreach materials, including website maintenance
 - Coordinating and hosting of informational and technical workshops
 - Publicizing District activities and programs in press releases and newsletters to maintain a local conservation presence within the WR NRCD area

Supervision:

The District Manager is directed by the Board of Supervisors. Monthly reports and annual work plans are presented and approved at board meetings. The Board of Supervisors conduct annual reviews. The District Manager also supervises the part time Conservation Specialist position.

Qualification:



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The candidate will have a background in natural resource management, environmental sciences, agriculture, engineering or other related field (degree and/ or experience). Candidate must be able to receive a security clearance to work on the USDA NRCS computer system and have access to Personally Identifiable Information (PII).

Critical Skills Needed:

- Knowledge of Conservation Districts and of local, state and federal conservation programs;
- Attention to detail and ability to oversee multiple projects concurrently;
- Map development, interpretation and experience with and knowledge of GIS;
- Self-organizing and goal setting; detail-oriented;
- Willingness to travel throughout the District and to work occasional evenings and weekends;
- Strong interpersonal, written and research skills;
- Computer skills, including basic bookkeeping knowledge;
- Ability to work independently and as part of a team.

Important Skills:

- Knowledge of Vermont Required Agricultural Practices (RAPs) and Best Management Practices (BMPs)
- Knowledge of soils and soil typing, ability to understand soil information and their potentials
- Knowledge of and/or experience with mitigating water quality and non-point source pollution concerns resulting from agricultural practices;
- Knowledge of agricultural conservation and diversified agricultural practices;

Requirements and Details of the Position:

- Based out of the White River USDA Service Center, 28 Farmvu Drive, WRJ, VT.
- Travel involved throughout the district, mileage reimbursement available. Must have access to transportation
- Be able to pass a federal security clearance
- Starting full time position (30 hours/week)
- Start date: ASAP

Compensation:

This is a full time, exempt position with a starting wage of \$17.50 per hour and is dependent on grant funding. White River NRCDC employment is "at will."

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical or disability, or any other legally protected status.